



## **BEEF GRADING AND CERTIFICATION SERVICE STAFFING GUIDELINES**

### **Purpose**

This Instruction provides general guidance for Meat Grading and Certification (MGC) Branch supervisors and managers in determining assignment of personnel for applicants requesting beef carcass grading and/or Live Animal/Carcass Schedule certification service. In establishments where the primary MGC Branch activity is beef carcass grading and/or Live Animal/Carcass Schedule certification, MGC Branch supervisors and managers will evaluate the assignment relative to the criteria contained in the Staffing Categories section of this Instruction for recommended use of personnel.

### **Policy**

It is MGC Branch policy to provide grading and certification services to applicants that exceed industry expectations for timely and effective service delivery. Additionally, all final staffing determinations will be made in accordance with applicable laws, regulations, instructions, and applicable provisions of the union contract.

### **Background**

Cumulative Trauma Disorders (CTD) associated with repetitive motions are the leading cause of MGC Branch, Office of Worker's Compensation Program (OWCP) claims. In an effort to reduce employee injuries, several large volume plants with high speed chains participated in a pilot project that used additional graders on each shift to perform grading and certification duties. The results of the pilot project were that there was a positive impact on grader workload, plant productivity, efficiency, and the reduced repetitive motions associated with CTD. The success of that pilot project supports the staffing guidance contained in this Instruction.

### **Staffing Categories**

MGC Branch supervisors and managers will consider the guidelines listed below, consult plant management, and apply their personal knowledge of each individual operation when determining the work assignments for MGC Branch graders:

- One grader: when up to 1,200 carcasses are offered for grading and/or certification per shift.
- Two graders: when the total number of carcasses offered for grading and/or certification ranges from 1,201 to 2,400 head per shift.
- Three graders: when the total number of carcasses offered for grading and/or

certification ranges from 2,401 to 3,600 head per shift.

- Four graders: when more than 3,600 carcasses are offered for grading and/or certification per shift.

From time to time, the number of carcasses that are graded and/or certified may occasionally exceed the upper limits for a staffing level. Additional graders will only be considered when the number of carcasses that are offered for a particular staffing level is sustained for an extended period of time. Carcasses offered for re-examination will not be considered when determining staffing requirements.

The complexity of the workload assignment will also be evaluated to ensure adequate staffing resources are available to perform the requested services.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.